



Office of the City Clerk

Weekly Report – for Week Ending June 10, 2016

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

Staff continues to accept job applications to fill temporary positions for the 2017 Municipal Elections. As of June 7, the Division has received 440 job applications.

Staff completed the random sample signature verification process for the Affordable Housing Petition and were able to verify 3,390 signatures, sufficient for the petition to pass. Once the report is submitted to Council, it will have 20 days to act and:

- 1) adopt the proposed ordinance without alteration;
- 2) call a special election not earlier than 110 days nor later than 140 days after Council action to submit it to a vote; or
- 3) submit the ordinance to a vote of the electors at the next regular City election to be held more than 110 days from the date of Council action on the petition or the next Statewide election conducted by the County of Los Angeles to be held more than 110 days from the date of Council action on the petition.

In-House Elections

Ballots were printed and mailed to LACERS members this week. All voting must take place by June 24, 2016.

2016 Neighborhood Council (NC) Elections

Staff tallied ballots for five NCs in Region 11 on Monday, June 6, including 4,298 ballots for Venice alone.

The Westwood Vote-By-Mail (VBM) NC election concluded on June 5 with 323 requested applications, 297 ballots issued, and 172 ballots returned.

Records Management

On Sunday, June 5th, the City Archivist and the Los Angeles City Historical Society presented the video and film collection of the City Archives, *"THIS IS LOS ANGELES, Movies Made By and About the City,"* at the Mark Taper Auditorium. The presentation drew the largest audience the historical society has had for the lecture series, exceeding the capacity of the auditorium. Requests were received for a second showing, which is yet to be determined.

<https://www.facebook.com/584329005006277/photos/a.603610523078125.1073741830.584329005006277/826185014154007/?type=3&theater>

Systems

Staff is working with the Information Technology Agency on setting up a cloud-based disaster recovery site. This will be the third remote site to store critical City Clerk databases and files.

The City Clerk website is going through a complete redesign. The new website will improve user experience and its appearance. The mock-up pages have been completed and is in the final review process.

Neighborhood and Business Improvement Districts

A new South Park Open Space Maintenance Trust Fund is being established and the Clerk will need to administer the Fund. The City Attorney recently circulated the draft ordinance. This Office will need to create a billing system, similar to the BID billing process, to have property owners pay for South Park parks' maintenance.



Office of the City Clerk

Weekly Report – for Week Ending June 10, 2016

Administrative Services

2016-17 budget allotments for the City Clerk, Mayor, Council and General City Purposes General Funds were submitted to the CAO.

Personnel is working with the chiefs of staff of four Council offices regarding the upcoming salary changes that resulted from the with EAA MOU agreement. These changes must be put in PAYSr beginning July 7 so that salary changes are reflected in the appropriate pay period.

Issue(s)

The Records Management Officer has been working with the City Attorney's Office to negotiate with the prior records storage contractor (Iron Mountain) to transfer the City's records inventory to the new vendor, Storetrieve. This has been a cumbersome process.

Upcoming

Council will be in summer recess from July 5 through July 22, 2016. Staff will assist with NC elections to be held in

Cool Stuff

The City Clerk officiated her first wedding on June 6th. The grooms were Ronan Niall Gallagher and Oscar Centonio.

The City Clerk was interviewed by KNX on June 7th about how the City trains our pollworkers.